



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LAUNDRY WORKER II (T)

Class No. 006531

■ CLASSIFICATION PURPOSE

To sort, weigh, count and load laundry; to operate dryers; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Employees in this class weigh, sort and load soiled laundry as well as load wet laundry and operate dryers. Laundry Worker II is to be distinguished from the next higher class, Senior Laundry Worker, in that the latter is a shift supervisor responsible for supervising the work of subordinate Laundry Workers, inmate trustees or minors in detention and residential facilities assigned to work in the laundry.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Sorts incoming soiled laundry.
2. Weighs laundry to ensure proper load level for washing machine and records poundage.
3. Places soiled laundry into chutes.
4. Loads and unloads washers and dryers.
5. Operates dryers.
6. Moves washed laundry to pressing and/or folding areas.
7. Performs housekeeping duties as assigned.
8. Trains Laundry Workers and inmates on use of scales, dryers, and irons.
9. Assists other Laundry Workers and may relieve Laundry Supervisor during periods of absence.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operating procedures for institutional laundries and laundry equipment including scales, dryers, and irons.
- Commercial laundry methods, terminology and safety practices.
- Basic addition used in keeping records.
- County customer service objectives and strategies.

Skills and Abilities to:

- Sort and weigh laundry.
- Operate institutional type laundry equipment.
- Read, write and speak English.
- Keep simple records.
- Monitor laundry workloads.
- Communicate effectively orally and in writing.

- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: one (1) year of experience in a large commercial or institutional laundry performing duties such as weighing and sorting laundry or operating pressers and dryers.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: standing for extended periods of time, repetitive use of hands to operate equipment. Occasional: lifting items weighing up to 50 pounds and occasionally up to 70 pounds, pushing heavy carts, sitting, walking, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Workers in this class are required to work in hot areas, with contaminated clothing, push heavy carts and lift up to 50 pounds of wet laundry, and must be physically able to stand for long periods of time. Applicants must be willing to work any shift, on holidays or weekends; with inebriated, uncooperative, and/or emotionally disturbed persons; and in a locked detention facility, working with inmates. Incumbents may be exposed to constant noise and the possibility of infections and skin irritants.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: October 30, 1956
Revised: October 6, 1983
Reviewed: April 2004